



# ADMINISTRATIVE NOTES

Newsletter of the Federal Depository Library Program

Vol. 16, no. 17

GP 3.16/3-2:16/17

December 15, 1995

December 12, 1995

Dear Library Director:

Critical Federal Government information issues and unique educational opportunities are on the agenda of the 1996 Federal Depository Library Conference. This conference, the largest meeting in the country designed specifically for depository library staff, will be held from April 15 - 18, 1996, in Arlington, VA, in conjunction with the spring meeting of the Depository Library Council and the Regional Librarians' Meeting. As your library maintains a Federal depository, I urge you to send at least one library representative to this very important conference.

The 1996 conference offers a full menu of presentations, with sessions designed for the beginning depository librarian or technician as well as for the experienced staffer with extensive skills in using electronic media. Federal agencies will review their newest electronic information products and preview those still in the planning stages. The future of Federal Government information and of the Federal Depository Library Program will be critical issues on the agenda.

The conjunction of the Federal Depository Library Conference, the Depository Library Council meeting, and the Regional Librarians' Meeting provides a valuable opportunity for exchange of ideas among depository librarians unequaled in the depository library community. As the meetings will focus on current issues with potentially immediate impact on depository libraries nationwide, I cannot over-stress the importance of your library's attendance.

There is no registration fee for either the Federal Depository Library Conference or the Depository Library Council meeting.

Thank you for your cooperation and for supporting your Federal depository operation.

Sincerely,

WAYNE P. KELLEY  
Superintendent of Documents

## **Depository Distribution from GPO Halted December 25-29**

The Depository Distribution shipping line will be closed for the week of December 25-29. No shipments will be sent out for this week. We will post the last shipping list number prior to December 25 on the listserv GOVDOC-L when the number is known.

This shipping hiatus affects only the paper, electronic, and microfiche shipments distributed by GPO. Other shipments by publishing agencies and contractors will continue as usual.



## **Meeting Site Announced for Spring 1996 Council Meeting and 1996 Federal Depository Library Conference**

The spring 1996 meeting of the Depository Library Council and the 1996 Federal Depository Library Conference will be held jointly in Arlington, VA on April 15-18, 1996. The Washington National Airport Hilton has been selected as the meeting site. A block of rooms at \$114 per night is being held for Council/Conference attendees; however, to receive this rate, you must register by April 1. Be sure to mention the GPO Conference when you register.

To register, call the reservations desk at 703-418-6800, or fax 703-418-3763. The hotel address is:

Washington National Airport Hilton  
2399 Jefferson Davis Highway  
Arlington, VA 22202

Non-smoking rooms are available on request, and the hotel provides free transportation to and from Washington National Airport. Metro's Crystal City subway station is three blocks from the hotel and one stop from Washington National Airport.



# Registration Form



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**Return by March 15, 1996**

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**Yes!** Register me for the **1996 Federal Depository Conference and Spring 1996 Depository Library Council Meeting**, to be held at the Washington National Airport Hilton, Arlington, VA, on April 15-18, 1996. (For hotel reservations, see previous page.)

PLEASE TYPE:

Depository Library Number (if applicable): \_\_\_\_\_

Name: \_\_\_\_\_

Institution: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Internet Address: \_\_\_\_\_

☐ I am new to U.S. Government documents (3 years or less)

Library Type: ☒ Academic ☐ Public ☐ Law ☐ Other

Library Size: ☐ Small (0--150,000 vols.)  
☐ Medium (150,000--600,000 vols.)  
☐ Large (600,000+ vols.)

Mail, fax, or e-mail to:

Chief, Depository Services  
Library Programs Service (SLLD)  
U.S. Government Printing Office  
Washington, DC 20401

Fax: 202-512-1432  
inspect@access.digex.net



# Spring 1996 Depository Library Council Meeting and Federal Depository Conference: Preliminary Agenda

April 15 - 18, 1996

Washington National Airport Hilton  
(formerly Stouffer Renaissance Crystal City Hotel)  
2399 Jefferson Davis Highway  
Arlington, Virginia

## **Sunday, April 14**

*Location*

Afternoon

- |           |   |                        |
|-----------|---|------------------------|
| 4:00-5:00 | New Documents Librarians<br>Orientation to Council and Conference | <i>TBA<sup>1</sup></i> |
| 6:00      | Informal pre-dinner get-together to network by food preference    | <i>Hotel<br/>lobby</i> |

## **Monday, April 15**

Morning

- |           |   |                              |
|-----------|---|------------------------------|
| 8:00      | Registration and Coffee   |                              |
| 8:30      | Welcome & Introductions - Plenary session   |                              |
| 8:45      | Welcome & Government Information Initiatives Update<br>• Michael F. DiMario, Public Printer   | <i>Decatur/<br/>Farragut</i> |
| 9:15      | GPO Update<br>• Wayne Kelley, Superintendent of Documents<br>• J.D. Young, Director, Library Programs Service (LPS)<br>LPS Staff<br>• Judith Russell, Director, Office of Electronic Information<br>Dissemination Services (EIDS) |                              |
| 10:15     | Break   |                              |
| 10:30     | GPO Update (continued)  |                              |
| 12:00     | Working Lunch<br>In order to foster networking, librarians are requested to lunch<br>with other librarians from similar types of institutions.  |                              |
| Afternoon |   |                              |
| 2:00-5:00 | Option 1: Depository Library Council<br>Committee Reports and Recommendations for Council Action  | <i>Decatur</i>               |

2:00-5:00	Option 2: New Documents Librarians Informal session to answer questions from mundane to complex about depository issues. For new documents librarians or those who feel "new" to any aspect of depository librarianship. Veteran documents librarians from a variety of backgrounds plus GPO staff will be available.	<i>Dewey I-II</i>
2:00-3:00	Option 3: CD-ROM Standards • William Reilly, Technical Writer/Editor, Graphic Systems Development Division, GPO	<i>Farragut</i>
2:00-3:00	Option 4: GPO Access Demonstration: Federal Register • Judith Russell, Director, EIDS	<i>Dewey III</i>
2:00	Option 5: LPS Tour	<i>GPO</i>
2:00	Option 6: Patent Public Search Room Tour	<i>*PTO</i>
3:00-4:00	Option 1: Preservation and Archival Issues for Electronic Records • Theodore Hull, Archives Specialist, Center for Electronic Records, NARA • Fynnette Eaton, Chief, Technical Services Branch, Center for Electronic Records, NARA	<i>Farragut</i>
3:00-4:00	Option 2: GPO Access Demonstration: Congressional products • Judith Russell, Director, EIDS	<i>Dewey III</i>
4:00-5:00	Option 1: Access to and Services for Federal Information in a Networked Environment • Joan Cheverie, Visiting Program Officer, Coalition for Networked Information	<i>Farragut</i>
4:00-5:00	Option 2: GPO Access Demonstration: All Other Databases • Judith Russell, Director, EIDS	<i>Dewey III</i>

## Tuesday, April 16

### Morning

8:00	Coffee with Council & GPO	
8:30	Depository Library Council/Conference - Plenary Session (Agenda to be announced)	<i>Decatur/ Farragut</i>
10:15	Break	
10:30	Depository Library Council/Conference (Agenda to be announced)	
12:00	Working Lunch In order to foster networking, librarians are requested to lunch with other librarians from similar sized institutions	

## Afternoon

2:00	Scientific and Technical Information Center Tour	<i>*PTO</i>
2:00-5:00	Option 1: Depository Library Council (agenda to be announced)	<i>Decatur</i>
2:00-3:00	Option 2: Knowing Your Local Community: Using Federal Information to Learn About Community Change • Vicky York, Acting Associate Dean, Montana State University Library	<i>Farragut</i>
2:00-3:00	Option 3: GPO Access Demonstration: Federal Register • Judith Russell, Director, EIDS	<i>Dewey III</i>
2:00-3:00	Option 4: Using Older U.S. Documents in Historical Research • Judith M. Feller, Documents Librarian, East Stroudsburg University	<i>Dewey I</i>
2:00-3:00	Option 5: LPS Information Exchange (Drop-In)	<i>Dewey II</i>
3:00-4:00	Option 1: Internet as a Shared Community/Library Experience in Michigan • Carolyn Gaswick, Documents Librarian, Albion College • Carolyn Price, Documents Librarian, Flint Public Library	<i>Farragut</i>
	Option 2: GPO Access Demonstration: Congressional Products • Judith Russell, Director, EIDS	<i>Dewey III</i>
	Option 3: FinanceNet • Glynis Long, U.S. Securities and Exchange Commission	<i>Dewey I</i>
	Option 4: DTIC Agency Services and Technical Reports • Holly Wilson, Defense Technical Information Center	<i>Dewey II</i>
4:00-5:00	Option 1: How to Utilize Internet, WWW, and Enhance Services to Patrons Seeking Government Information • Doreen L. Hansen, University of Minnesota, Duluth	<i>Farragut</i>
4:00-5:00	Option 2: GPO Access Demonstration: All other databases • Judith Russell, Director, EIDS	<i>Dewey III</i>
4:00-5:00	Option 3: ERIC in the Electronic Age • Dr. Larry Rudner, Executive Director, ERIC System	<i>Dewey I</i>
4:00-5:00	Option 4: Federal Statistical Policy • Edward J. Spar, Executive Director, Council of Professional Associations on Federal Statistics • Association of Public Data Users (speaker TBA) • Thomas Brown, Past President, International Association for Social Science Information Service and Technology	<i>Dewey II</i>



**Wednesday, April 17****Morning**

- |             |  |                  |
|-------------|--|------------------|
| 8:00        | Coffee with Council & GPO  |                  |
| 8:30-12:00  | Option 1: Depository Library Council working session<br>Draft Recommendations and Action Items   | <i>Dewey I</i>   |
| 8:30-10:00  | Option 2: Handout Exchange (Drop in)<br>• Facilitator: Larry Romans, Documents Coordinator,<br>Vanderbilt University (see p. 13-14 for more information)   | <i>Dewey II</i>  |
| 8:30-9:30   | Option 3: Working Toward a Virtual Library<br>• Laurie E. Stackpole, Chief Librarian, Naval Research Library   | <i>Decatur</i>   |
| 8:30-9:30   | Option 4: Pathways Demonstration<br>• Raeann Dossett, Internet Specialist, GPO   | <i>Dewey III</i> |
| 8:30-10:00  | Option 5: REIS CD-ROM  | <b>**BEA</b>     |
| 9:00-10:30  | Option 1: Regional Program<br>Welcome and Introductions  | <i>Farragut</i>  |
|             | The World Wide Web: Four Perspectives on Its Use<br>• Kenneth Mortensen, Director of Operations, Villanova<br>Center for Information Law and Policy<br>• Anna Sylvan, GIS/Documents Librarian, St. Charles City-<br>County Library District<br>• Maggie Parhamovich, Internet specialist, GPO<br>• TBA   |                  |
| 10:00-12:00 | Option 1: Federal Publishers Committee<br>An opportunity to meet representatives from Federal agency<br>publishers   | <i>Decatur</i>   |
| 10:00       | Option 2: LPS Tour   | <i>GPO</i>       |
| 10:00       | Option 3: Patent Public Search Room Tour   | <i>*PTO</i>      |
| 10:30-11:30 | Option 1: Pathways Demonstration<br>• Raeann Dossett, Internet Specialist, GPO   | <i>Dewey III</i> |
| 10:30-12:00 | Option 2: Regional Program<br>Automated Check-in of Documents at Regional Depositories:<br>Experiences with Innovative Interfaces, Inc.; Margaret<br>Mooney's PC-based USDOCS System and Bernan; and<br>USDOCS System and Marcive<br>• Jerry Frobom, Federal Documents Librarian, University of<br>Nebraska-Lincoln<br>• Lily Wai, Head, Government Documents, University of Idaho<br>• Elizabeth Baur, Documents Librarian, University of Memphis | <i>Farragut</i>  |
| 10:30-12:00 | Option 3: REIS CD-ROM Training Session   | <b>**BEA</b>     |

10:30-12:00	Option 4: LPS Information Exchange (Drop in) • LPS staff and contractors	<i>Dewey II</i>
12:00	Working Lunch In order to foster networking, librarians are requested to lunch with other librarians from the same geographic region	
Afternoon		
1:30-3:00	Option 1: REIS CD-ROM Training Session	<i>**BEA</i>
2:00-5:00	Option 1: Depository Library Council working session	<i>Dewey I</i>
2:00-3:00	Option 2: Regional Program Working Groups, Committees, Associations, Task Forces, Coalitions: What Have We Been Doing for the Past Few Years? • Julia Wallace, Documents Coordinator, University of Minnesota	<i>Dewey II</i>
2:00-3:00	Option 3: GPO Access Demonstration: Federal Register • Judith Russell, Director, EIDS	<i>Dewey III</i>
2:00-3:00	Option 4: Facilities Planning for the Electronic Age • Robert Hinton, Documents Librarian, Indiana University-Purdue University at Indianapolis	<i>Decatur</i>
2:00-4:00	Option 5: WAIS, Lynx, and S-WAIS Gateways: How to Set One Up, User Support Issues, and Why Join Up • Bert Chapman, Documents Coordinator, Purdue University Libraries • George Barnum, Documents Coordinator, Case Western Reserve University • Walter Newsome, Documents Coordinator, University of Virginia • Suzann Holcombe, Documents Librarian, Oklahoma State University • Ellen Dodsworth, Documents Librarian, Georgetown University • Debora Cheney, Head, Documents and Maps, Penn State University	<i>Farragut</i>
2:00	Option 6: LPS Tour	<i>GPO</i>
2:00	Option 7: Scientific and Technical Information Center Tour	<i>*PTO</i>
3:00-5:00	Option 1: Regional Program Open Discussion: Transition to an Electronic Federal Depository Library Program • Facilitator: Cass Hartnett, Documents Coordinator, Detroit Public Library	<i>Dewey II</i>



3:00-4:00	Option 2: GPO Access Demonstration: Congressional Products • Judith Russell, Director, EIDS	<i>Dewey III</i>
3:00-4:00	Option 3: TBA • Speaker TBA	<i>Decatur</i>
4:00-5:00	Option 1: NOAA Electronic Products and Services • Anna Fiolek, Documents Coordinator, NOAA Central Library	<i>Farragut</i>
	Option 2: GPO Access Demonstration: All Other Products • Judith Russell, Director, EIDS	<i>Dewey III</i>
4:00-5:00	Option 3: TBA	<i>Decatur</i>

## Thursday, April 18

### Morning

8:00	Coffee with Council & GPO	
8:30	Council Report on Draft Recommendations and Action Items (including audience response and comments) - Plenary Session	<i>Decatur/ Farragut</i>
10:00	Conclusion of Council	
10:30	Break	
10:45	Speakers TBA	
12:00	Adjourn	

1 TBA: To be announced

\* PTO: Patent and Trademark Office, Crystal Plaza 3, 2011 South Clark Place, Arlington, VA.

\*\* BEA: Bureau of Economic Analysis, U.S. Dept. of Commerce, 1441 L Street NW, Washington, DC. To register, see next page.





## Regional Economic Information System CD-ROM Training Sessions



REIS CD-ROM training sessions will be held for Depository Librarians attending the April 1996 Federal Depository Conference. Each session is an introductory, *hands-on* training course on how to use the Regional Economic Information System CD-ROM. Topics covered include using both the main REIS software and supplementary software to produce tables and extract data from the REIS CD-ROM.

Date: April 17, 1996  
Sponsor: Bureau of Economic Analysis, U.S. Dept. of Commerce  
Location: Bureau of Economic Analysis  
1441 L Street, NW  
Washington, DC  
Times: 8:30 a.m. - 10:00 a.m. (please choose only one)  
10:30 a.m. - 12:00 p.m.  
1:30 p.m. - 3:00 p.m.

The REIS CD-ROM contains annual estimates of personal income and employment for all counties and metropolitan areas for 1969-93.

Seating is limited to 15 per class. Registration must be received by April 10, 1996. To reserve a seat:

1. Call (202) 606-5360 -or-
2. Fax (202) 606-5322 -or-
3. Send your reservation via e-mail to:

[reis.remd@bea.Doc.Gov](mailto:reis.remd@bea.Doc.Gov)

We will contact you to verify your reservation.

Directions: From the Washington National Hilton Hotel, take the Metro Blue line from the Crystal City station to the McPherson Square station. Exit the McPherson Square Station towards the rear of the train (Vermont Avenue/White House). Walk north along Vermont Avenue one block, until you reach K Street. Vermont Avenue now becomes 15th Street, at K Street. Walk north along 15th Street one more block until you reach L Street. Head east (right) on L Street 1/2 block to reach the Bureau of Economic Analysis, at 1441 L Street, NW.

U.S. Department of Commerce / Economic and Statistics Administration / Bureau of Economic Analysis



## **Abridged Monthly Catalog Makes Debut in January**

### **CD-ROM Edition to Follow Periodicals Supplement to Appear Only in CD-ROM Edition**

The January, 1996 issue of the Monthly Catalog will be the first issue of the abridged paper edition. The abridged version will contain minimal data in each record. Records will include OCLC numbers and will be accessible via a single key word index. We anticipate that the page counts for the paper edition will decline from an average of approximately 780 pages per issue to approximately 200 pages per issue. The reduction in the size of each issue allows us to reduce the price from the current \$234.00 per year to \$65.00 per year. We will no longer publish cumulative indices in paper.

We anticipate publishing the initial CD-ROM edition of the Monthly Catalog during the first months of 1996. The Periodicals Supplement, which has been published as a separate paper issue of the Monthly Catalog, will now appear only on the CD-ROM edition.

The CD-ROM Monthly Catalog and the abridged paper edition are depository items. Regional depositories may select both, but other depositories may select either the CD or the paper but not both. The abridged paper and the CD-ROM Monthly Catalog appeared on Survey number 96-001, dated October 27, 1995.

The price for the CD-ROM edition has been established at \$245 per year for 12 issues. Issues cumulate so that a year's worth of records will be available in the December issue of each year. At present, we are considering cumulating two or more year's data in a single CD. We have considered issuing a retrospective product that would combine Monthly Catalog records from 1976 through 1995, but have not had sufficient opportunities to weigh costs/benefits and technical issues associated with such a product. The CD-ROM product does not have a locate function. We do intend to work towards this objective as we refine the product.

If you are interested in a locate function, please use the WWW GPO Locator. This application links Monthly Catalog records with the names and addresses of libraries known to have selected specific titles. Access to this application is available at: [http://www.access.gpo.gov/su\\_docs/](http://www.access.gpo.gov/su_docs/). We maintain records at this site from January, 1994 through the present.





## **GPO Access Training In San Antonio**

Personnel from the GPO's Office of Electronic Information Dissemination Services (EIDS) will be conducting GPO Access training for depository librarians in conjunction with the American Library Association mid-winter conference in San Antonio, Texas.

The training is scheduled for Friday, January 19. It will be held at San Antonio College, Moody Learning Center, Room 201, 1001 Howard St., San Antonio, TX 78212. The college is a short distance from the San Antonio Convention Center where the ALA mid-winter conference activities are centered.

There will be two sessions: 8:30 a.m.- approximately noon and 1:30 p.m.- approximately 5:00 p.m. Seating is limited, so if you are interested please register as soon as possible by contacting:

John Berger, Product Manager  
Office of Electronic Information Dissemination Services  
jberger@eids21.eids.gpo.gov  
Fax: (202) 512-1262  
Tel: (202) 512-1525



## **Corrected Global Trade Outlook Supplemental Tables CD-ROM to be Issued**

*[The following is based on a posting from Ken Rogers, Director, STAT-USA, on the listserv GOVDOC-L.]*

The STAT-USA office at the Dept. of Commerce is aware that the supplemental tables that accompanied the Global Trade Outlook CD-ROM are corrupt. The CD was distributed to depository libraries selecting item 0215-L-07, under class C 61.34/3:995-2000, on shipping list 95-0031-E dated 8/4/95.

Corrected discs are being manufactured and GPO will provide the supplemental files discs to depositories once GPO receives the files from the Commerce Dept.

These files are currently available to libraries subscribing to the Economic Bulletin Board. They will also be included on the December NTDB.



## **Retention Policy for Materials Mistakenly Distributed to Depository Libraries**

Depository libraries may occasionally receive Federal publications that they do not select. A recent occurrence was a non-distribution title, "En route with the Routt" (A 13.126:). The April 1994 issue was incorrectly classed A 13.13:R 75/2 and distributed to depositories.

Non-distribution items do not need to be retained when distributed in error, and therefore the April 1994 issue of "En route with the Routt" may be disposed of.

Depository library staff should be aware, however, that the distribution status of serials and periodicals can change. The current "List of Classes" should be checked to verify current depository status of a serial or periodical even though there is a "Not distributed to depository libraries" note on a GPO serial record.

The complete instructions for disposing of non-selected materials can be found in the Instructions to Depository Libraries, p. 18, section H, Secondary copies.




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## **Depository Library Finding Aids, Policies, Training Materials to Be Collected on Floppy Disk Contribute Yours Now!**

For distribution on diskette at the 1996 Federal Depository Conference, we are collecting copies of policies, training materials, handouts, guides, bibliographies, and other finding aids. The time and effort you have spent creating these items can have a larger impact by helping other documents librarians who are trying to do the same things.

We are particularly interested in:

- collection development statements/collection policies;
- staff or student training materials;
- handouts about the Internet or compact-disc products, and
- bibliographies of government documents on current "hot" topics (for example, the Balkan conflict or welfare reform).

However, any other handouts will be gratefully accepted. Please send them to Larry Romans at the address below.

If you can, please send your contributions on a high-density 3 1/2-inch diskette in WordPerfect, Microsoft Word, generic word-processing format, or DOS text. If you use

Pagemaker or similar software, please strip off the formatting, since many people don't have that software. Most word-processing software has a "save as" option to allow you easily to download to generic word-processing format or DOS text. If your contributions are not on computer, please send two copies of each.

At the bottom of the text of each item, please include the name of the person who created it, and the name of the depository. Please mail your contributions by March 1.

The free diskette containing all of the contributions will be available at the Federal Depository Library Conference. Soon after the conference, the disk's contents will be available for downloading on the Federal Bulletin Board.

Please send your contributions to:

Larry Romans  
Head, Government Information Department  
Central Library, Vanderbilt University  
419 - 21st Ave. South  
Nashville, TN 37240-0007  
romans@library.vanderbilt.edu  
(615) 322-2838; Fax (615) 343-7451



## **Wanted: Your Ideas on Promoting the Depository Program**

The Promotion and Advertising office at GPO plans to revamp the Discover Depository Libraries posters. Sherlock Holmes is being retired. At conferences and informal meetings, many librarians have offered suggestions on ways to promote the depository library and available services.

Here's your opportunity! What depository services would you like to call attention to in a new poster? What other mediums could Promotion and Advertising use to help you promote depository libraries?

Please fax Vicki Barber your suggestions by January 31, 1996. The fax number is (202) 512-1656.





## GPO Guidelines for Online Processing of Depository Documents

*[This updates a policy statement which appeared in Administrative Notes, v. 11, #15, 7/15/90.]*

New technologies for the initial processing of depository materials streamline the often tiresome tasks associated with the bibliographic control of Federal documents. Many libraries have improved the efficiency and effectiveness of their depository operations by developing their own database programs, copy cataloging, or subscribing to labels, shipping lists, and MARC record tape loads from commercial vendors. Yet using these technologies has provoked valid questions. Librarians are concerned about how the U.S. Government Printing Office (GPO), through the Instructions to Depository Libraries and the Guidelines for the Federal Depository Library Program, will interpret its established rules on bibliographic control and the timely processing of Federal depository materials in the electronic environment.

GPO's purpose for requiring a piece level holdings record of Federal property can best be summarized by asking the questions: "Do I know what I have?" and "Do I know whose it is?" It is well known that shelflisting and cataloging facilitate access to and visibility of depository holdings to patrons. GPO encourages online processing of documents which conform to GPO's requirements on bibliographic control of depository holdings.

In Chapter 3, Part A of the Instructions to Depository Libraries, the pertinent paragraph asserts that "... each depository will maintain a holdings record to the piece level of all depository selections regardless of format." The Instructions further state that "[A] depository holdings record can be part of a larger all encompassing library record..." and "... cataloging all or part of the documents collection is recommended."

GPO is less interested in the mechanics of bibliographic control than ensuring that each depository meets the standards set forth in the Instructions. How these standards are achieved is up to each library. Many librarians have asked, "Will Marcive's, Bernan's, Auto-graphics', OCLC's GovDoc or some other product suffice for a holdings record or shelflist?" The answer depends on how these products are used.

Merely "dumping" a monthly tape into the online catalog does not constitute a holdings record to the piece level. Tape dumping by itself is similar to asserting that the Monthly Catalog is a holdings record. But tape loading, when the tape is tailored to the library's item number profile, checked against actual receipts, and coupled with the library entering individual issues of serials received meets GPO's requirements.

A shelflist, to meet the requirements for accountability for Federal property and to facilitate public service, should contain certain additional information such as a SuDocs number and an accession or receipt date to aid in disposition, and, if applicable, a unique depository identifier, location symbol, supersession notice, etc. GPO does not want to define every acceptable shelflist element as such a list could never be exhaustive. As long as the library has a record or records that fulfill these piece level requirements, the standards in the Instructions will be met.

For nearly twenty years, the Guidelines have stated that "[W]henver possible documents should be available for public use within 10 days after receipt; they should be retrievable even if cataloging information is not yet available." As some librarians prefer to use an online product as the foundation for a shelflist, they are concerned about the time lag between receipt of an item and the availability of its full MARC bibliographic record.

Most MARC records for paper documents and electronic deliverables are available on OCLC and GPO's Web site within two weeks of their receipt in GPO's Cataloging Branch. Most MARC records for documents converted to microfiche are available within two weeks of their receipt from the microfiche contractors. Profiled tape loads from commercial vendors who rely on Monthly Catalog derived data may take longer.

For temporary holding records, depository librarians use shipping list records from a commercial shipping list service, suppress records, or employ other methods as a bridge until the complete bibliographic records are accessible online. A temporary holdings record can be maintained for up to three months in such an environment before a permanent record is required by GPO.



## **GPO Access Now Free!**

### **Government Information Available to Internet/Dial-in Users**

*[This GPO press release was issued on December 1, 1995.]*

The U.S. Government Printing Office (GPO) announces free use of its award-winning GPO Access online service beginning December 1, 1995. All Internet and dial-in users can now receive electronically, at no charge, the Congressional Record, Federal Register, congressional bills, and a growing list of important government documents on the same day of publication.

"We believe the public should have timely access to vital information about the activities of their government without charge," says head of the GPO, Public Printer Michael F. DiMario. "This service is made possible through the congressional funding of the Federal Depository Library Program at a time when more and more citizens are receiving their information by computer."

The GPO Access service was created by an Act of Congress in 1993 and went online in June 1994. The service earned the 1994 Federal Technology Leadership Award and a 1995 James Madison Award sponsored by the Coalition on Government Information.

Until now, GPO Access has been free only to users on-site in some 600 of the Nation's nearly 1,400 Federal Depository Libraries and to remote users connecting through over 20 depository library "gateways." It was available to others on a subscription basis for a low



fee. Under the new program, the subscription fee has been dropped and refunds of unused portions will be sent to current subscribers.

DiMario emphasizes that depository libraries will continue as an essential link between GPO Access and the public. "Citizens lacking either computers or computer skills can visit a local depository for assistance," he explains.

The new system now gives equal and free access to those utilizing a depository library and to those who are linked already by dial-up or Internet connections to electronic information. As the Federal Depository Library Program becomes more electronic in nature, additional databases will be available through GPO Access. Since its creation in 1994, the number of databases offered online via GPO Access has increased from seven to more than two dozen.

Government databases can be reached via the Internet or by dial-in through a modem.

Internet users can access the databases with a World Wide Web browser through the Superintendent of Documents' home page at: [http://www.access.gpo.gov/su\\_docs/](http://www.access.gpo.gov/su_docs/) or with WAIS client software.

Internet users can also telnet to [swais.access.gpo.gov](http://swais.access.gpo.gov); then login as guest. Dial-in users should use a modem to call 202-512-1661; type swais and then login as guest.

In more than 20 States, users with modems can connect to GPO Access through depository library "gateways" with a local phone call. Listings of depository libraries and "gateways" can be found on the Superintendent of Documents' home page.

General information on accessing these databases is available by:

e-mail: [help@eids05.eids.gpo.gov](mailto:help@eids05.eids.gpo.gov)

phone: (202) 512-1530

fax: (202) 512-1262

Questions about the GPO Access service can also be directed to a nearby Federal depository library. At least one such library is located in nearly every congressional district.





## More on GPO Access and the Electronic Federal Depository Library Program

### GPO Access

The news release announcing that GPO Access is now available for free use appears on the previous page and was also put on GOVDOC-L, LAW-LIB, and REGIONAL-L. The information below is taken from a letter to depository library directors and a leaflet sent to depository libraries in shipment boxes the week of December 4.

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We are pleased to advise you that effective December 1, 1995, use of the Government Printing Office electronic information services, GPO Access, became free of charge to all users. The GPO Access online service includes over 20 important Federal databases such as the Federal Register, Congressional Record, and Congressional bills and is growing steadily.

Registration will no longer be required to use GPO Access. Depository libraries may now connect servers or any number of users to GPO Access, without restriction. Libraries that have previously registered to use GPO Access may continue to use their established user identification numbers, account numbers, or passwords, until December 31, 1995.

There will be no restrictions on the number of simultaneous users. However, if you use the customized client software, for IBM or Macintosh, sold by GPO, please be sure to notify the GPO Access User Support Team if you plan on installing additional copies. This will enable GPO to pay the proper licensing fees. Each library may request up to 10 copies of the customized WAIS client software from the GPO Access User Support Team.

Beginning December 1, anyone can connect to GPO Access by using one of several options. Each depository library will be provided in-depth assistance from the GPO Access User Support Team and will receive special information about new databases and developments.

### The Electronic Federal Depository Library Program (FDLP)

Based on directives from Congress, we expect that nearly all of the information provided through the FDLP will be electronic by the end of fiscal year 1998. The Library Programs Service has advised libraries concerning minimum levels of computer hardware, software, and connectivity required to effectively support the depository operation, most recently in Administrative Notes (v. 16, #2, 1/15/95) as recommendations to the depository community.

*...we expect that nearly all of the information provided through the FDLP will be electronic by the end of fiscal year 1998.*

In light of the impending transition to electronics, and upon advice of the Depository Library Council to the Public Printer, these specifications will become requirements for

participation in the FDLP on October 1, 1996. Every depository library should be taking steps now to ensure that it will be able to serve the public effectively in an electronic information environment. Minimum requirements may change as technology progresses. The Recommended Minimum Technical Guidelines for Federal Depository Libraries follow, below.

*...e-mail will become our primary method of communication with the depository community.*

It is our intent to regularly communicate information about GPO Access to all depository libraries via e-mail. You will receive a form asking you to furnish us with your e-mail address. It is important that all depository libraries take the time to fill out this form because e-mail will become our primary method of communication with the depository community.

We appreciate your ongoing support of the FDLP, and look forward to working with you as the Program evolves into the electronic future. If you have any further questions about GPO Access, please contact the GPO Access User Support Team.



## **Recommended Minimum Technical Guidelines for Federal Depository Libraries**

Revised January 1995

In order to assist depository libraries in remaining current with advances in personal computer (PC) technology, the Library Programs Service (LPS) has once again revised the "Recommended Minimum Technical Guidelines." This revision emphasizes the Windows operating system and Internet capability, and is based in part on the findings of the Electronic Capabilities Survey which LPS conducted in 1994. Libraries having equipment which meets or exceeds these guidelines will be in a position to use the electronic products distributed through the Federal Depository Library Program. In addition, these guidelines support the use of the GPO Access online services, as well as other Federal online information resources.

Although these are recommendations, rather than requirements, LPS strongly encourages depositories to install microcomputer work stations that meet at least these minimum standards. It is also recommended that these guidelines be applied to public work stations, as well as those intended for depository staff.



**Minimum Workstation Configuration**

Computer	IBM-compatible 486DX2 computer operating at 66Mhz
Memory	8 or more megabytes (Mb) of RAM; expandable to 16 Mb or more
Floppy Disks	Both 3.5" high density and 5.25" high density
Hard Disk Drive	540 Mb capacity or higher; 15ms or less access time; IDE or SCSI interface
Expansion	Minimum of three free expansion bus board slots; 1 or more additional hard drive bay(s) desirable; 2 serial and 1 parallel ports; consider an available ZIF (zero insertion force) CPU upgrade socket.
Display	Super VGA (SVGA) compatible, 15" monitor with at least 70Mhz vertical refresh rate at SVGA resolution (800X600) non-interlaced, 0.28 or smaller dot pitch; display card which supports 800X600 resolution at 70Mhz or faster. Consider a 19" high resolution monitor to display 8.5" x 11" full page images.
CD-ROM Drive	Single or multiple platter drive compatible with ISO 9660 standard; consider the multi-media supporting standards. (300 K/byte per second transfer rate, double speed support, CD-ROM XA support, include a 16 bit sound board for PC; Ad-Lib or Sound Blaster compatible)
Printer	24 pin dot matrix; Epson or IBM Proprinter emulation compatible. Consider purchase of low cost color dot matrix printers for multi-media output or laser printers for high resolution graphics (HP compatible).
Pointing Device	Microsoft-compatible mouse or similar pointing device to support programs and Microsoft Windows.
Modem	14.4 kbps, meeting V.32, V.42, V.42bis or MNP 5 standards and compatible with Hayes "AT" command set.
Network Connection	SLIP/PPP Internet connection, with FTP (File Transfer Protocol) capability.

**Software**

Operating System	Microsoft Windows 3.1 or later (requires MS-DOS 3.3 or higher); Device driver for CD-ROM drive and MS-DOS CD-ROM extensions.
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Database	dBASE file format compatible or dBASE and ASCII comma delimited file importing database management software; useful to have fixed field format (SDF) import ability.
Spreadsheet	Lotus .WK1 file format compatible software; support for other popular formats such as Excel and Quattro Pro.
Word Processing	Software capable of importing major text file formats (Ami Pro, WordPerfect, Microsoft Word, Multimate, etc.) and ASCII text files.
Communications	Software package which offers "script" files to automate log-on procedures; and supports XMODEM, YMODEM, ZMODEM, and Kermit file transfer protocols; several terminal emulations such as ANSI-BBS, TTY, VT-100; and capable of up to 19200 bps transfer speeds; supports Hayes "AT" compatible modems; manages telnet sessions.
Client Software	WAIS client (EINet WinWais customized for GPO Access recommended), and a World Wide Web browser.
Viewers	Adobe Acrobat PDF file viewer.

## Costs

The cost section is being eliminated from this revision. Cost information is readily available, and subject to rapid change and local market conditions. The ranges offered in the previous "Guidelines" were too wide to support accurate planning and budgeting.

## Rationale

The above configuration provides ample resources to handle multiple software and CD-ROM retrieval packages, yet is available at a reasonable cost. Current 486DX2 prices are only slightly higher than the 486SX. The ability to run 32 bit specific software in a graphical environment is desirable. Selection of the high end options mentioned in these guidelines will help to delay the onset of obsolescence. The available system memory can be better utilized by a variety of software. The software recommendations should permit the use of most anticipated government produced products. Microsoft Windows 3.1 software is also easily supported by this configuration.

While this configuration should prove satisfactory, **LPS encourages the purchase of a configuration superior to this if affordable.** The speed at which the computer industry changes dictates that flexibility is a desirable quality in any hardware and software purchases. Systems which are more than adequate today are obsolete tomorrow.



## **GPO and the University of New Mexico Zimmerman Library Open Free Web Link to Federal Information**

The U.S. Government Printing Office (GPO) has opened a "gateway" site in New Mexico giving the public free access to many of the Nation's most important Federal documents via an Internet connection or a phone call. The Zimmerman Library joins 24 other sites in 21 states and the District of Columbia in providing this service.

The Congressional Record, Federal Register, Congressional Bills, U.S. Code and other Federal databases are now available to off-site users on the same day of publication through the University of New Mexico Zimmerman Library. The library, one in the Nation's system of nearly 1,400 Federal depository libraries, and working closely with the University Health Science Library, Law Library and Computing & Information Resource Technology (CIRT) Department, is offering free public access to the GPO databases as part of an expanding gateway program. Each gateway operates through a cooperative arrangement with one of the Federal depository libraries.

The University of New Mexico Zimmerman Library is the seventh electronic pathway to GPO Access accessible via the World Wide Web. Users may access the gateway by pointing their web browser to: <http://www.unm.edu/~cmclean/gpo.html>. Users of the University of New Mexico Zimmerman Library gateway may search the databases as frequently as they like, without charge. For local user support, contact Ms. Maria Teresa Marquez or Mr. Clark McLean, at voice: 505-277-5441, fax: 505-277-6019, e-mail: [govref@unm.edu](mailto:govref@unm.edu).

These databases are also available to walk-in patrons at the University of New Mexico Law and Health Science Center Libraries and are available for free electronic searches to patrons of some 540 of the Nation's depository libraries under the "GPO Access" program authorized by law and launched in June 1994.

There is at least one Federal depository library in nearly every Congressional District.

"It is our goal to establish local outlets to the GPO electronic system in every State," said Public Printer Michael F. DiMario, the head of the GPO. "We want these important Government publications available to the American public around the clock, 7 days a week."

GPO is working with depository libraries to develop model gateways for no-fee public access to GPO's databases. Built on existing campus and public networks, these gateway depositories serve as models for the nationwide depository library system.

GPO Access online interactive system consists of three individual services:

**The Federal Register Service:** The Federal Register database includes proposed and final Federal regulations and Presidential documents as well as meeting and grant notices and the semi-annual Unified Regulatory Agenda database.



**Congressional Record Service:** The Congressional Record database includes the activities and debates of Congress dating back to January 1994, the History of Bills database and the Congressional Record Indexes from 1992 forward.

**Legislative Service:** The Congressional Bills database includes all published versions of House and Senate bills from the 103d and 104th Congresses, Public Laws of the 104th Congress, the U.S. Code database and the History of Bills database.

The full text of the documents is available the day of publication. Also available is the GPO Access Users Manual.

**Other Online Databases:** GAO Reports, all published reports, except correspondence and reports that are restricted or classified, is a free database sponsored by the General Accounting Office. The FY 1995 database is updated two business days after the reports are released. In addition, the Congressional Directory, House and Senate Calendars, Congressional Reports, and Documents and Economic Indicators are available to GPO Access Congressional Record and Legislative Services subscribers on a trial basis. Other databases will be added as they become available.

The GPO Access services are authorized by Public Law 103-40, the Government Printing Office Electronic Information Access Enhancement Act of 1993. Under this law, depository libraries have access to the GPO service without charge. The online publications are available separately with low-cost subscriptions for anyone who wishes to purchase directly from GPO.

Inquiries about the availability of GPO Access services should be directed to the GPO Access User Support Team at voice: (202) 512-1530, fax: (202) 512-1262; or e-mail: [help@eids05.eids.gpo.gov](mailto:help@eids05.eids.gpo.gov). Information about the GPO Access and GPO products and services can also be obtained via U.S. Fax Watch, the GPO's fax-on-demand service, by dialing (202) 512-1716.

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General Library  
University of New Mexico  
Albuquerque, New Mexico 87131-1466

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Phone: (505) 277-5441  
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## Energy Conferences and Symposia Available Online

*[The Dept. of Energy's Office of Scientific and Technical Information (OSTI) sent LPS the following notice.]*

Energy Conferences and Symposia (ECS), an OSTI monthly publication which indexes conferences, symposia, workshops, congresses, and other formal meetings pertaining to Dept. of Energy programmatic interests, has been available on the World Wide Web since November 1, 1995. It is accessible on the OSTI home page at <http://www.doe.gov/osti/ostipg.html> under "Energy Meetings" as portable document format (PDF) file.

ECS subscriptions in paper will continue through December 1995. [ECS is not a depository item.] Beginning with the January 1996 issue, distribution of printed copies will be discontinued and ECS will reside on the OSTI home page.



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## Claims Processing Contracted Out No Procedural Changes for Depositories

*[This notice was sent to all depositories in shipment boxes the week of Dec. 4-8, 1995.]*

The Library Programs Service (LPS) has contracted out its paper claim fulfillment operation. All claims for paper and separate titles will be packaged and shipped by the DDD Company, located in Annapolis Junction, MD. DDD will begin handling claims for publications on all paper and separate shipping lists beginning with shipping lists dated December 1, 1995.

The DDD Company was our addressing and mailing services contractor from October 1990 through December 1994. They are therefore familiar with all facets of the LPS distribution operation and have the facilities and personnel to handle claims in a timely and efficient manner.

There is no change for depository libraries in filing claims for paper and separate titles. Libraries will continue to fax, using (202) 512-1429, or mail their claim requests to LPS where they will be recorded and batched in shipping list number sequence and then sent to the contractor.

LPS personnel will still be responsible for answering any questions or inquiries concerning claims. They will make every effort to solve any problems that may occur as a result of this change. If you have any questions concerning this matter, please feel free to contact Carl Redd, Chief, Depository Distribution Division, by telephone on (202) 512-1014.



## Readers Exchange

### World Wide Web Pages Promoting U.S. Government Depository Libraries

By Marek Baxter Waterstone  
The O'Quinn Law Library  
University of Houston

The purpose for these pages is to assist the public and other library patrons in the Houston area in the task of identifying and locating Federal government information which is provided through the Federal Depository Library Program in electronic and other formats. The pages aim to telescope users out to the world and to bring them back to focus on the Houston area sources where possible.

The URLs for the Homepages are found as the last line of text at the bottom of the pages. The underlined terms on each page indicate a hypertext link.

There are three Homepages. The "Flagship" page is the single page of links identified as follows:

University of Houston  
The O'Quinn Law Library  
A Federal Depository Library

From Online Access to Congressional Information provided by GPO to a map for locating the Houston GPO bookstore to the Villinova site for linking to specific Federal agencies and beyond including search engines and, lastly, to a form for asking me a question by e-mail, this page is a primary, government web intersection for our patrons. I have chosen the links for this page because, in my opinion, they provide the best one page set for beginning to fulfill the purpose stated in the first paragraph. I intend to promote this page through traditional public sources of information distribution such as local newspapers.

In addition, from this Flagship page, a person can access the HANDI Homepage. HANDI is the Houston Area Network of Documents Information, the group of Federal and Texas depository libraries in the Houston area. The HANDI pages are still under construction, but at this time the public can find out the location and contact people at the various libraries. Finally, from the Flagship page, a person can tap into the Homepage for the Government Information Services Department of the O'Quinn Law Library.

Our Web site at the University of Houston Law Center Library is not the most developed site. It is young and growing rapidly; it is still hungry for input. This means that there is opportunity to produce local depository library information that is very welcome. The site is accepting all we can produce right now. I am assuming other libraries are in similar situations.

At this time, in the library we have one World Wide Web terminal running Netscape in a public area. We have several terminals that run Netscape and others that access LYNX, a



WWW textual interface, for the use of our primary patrons. I am finding that a surprising number of public patrons who request information from me have Internet access and are eager to learn useful URLs.

In the future, I expect our library to increase the number of terminals in the public areas that will have WWW access and the Law Center to increase accessibility to faculty and students. We librarians will be continuing to work to provide direction to those who have specific need for government information. The hypertext Web world is one of the important tools in this endeavor.

I am providing the print of the the O'Quinn Law Library Homepage screen, below, for publication in Administrative Notes so it might encourage and assist people who are looking for this way of promoting the depository library program in their areas. I would be happy to communicate with anyone seeking further information.

Marek Baxter Waterstone  
(formerly Mary Shearer)  
Government Information Services  
The O'Quinn Law Library  
University of Houston

MBCMw@UH.EDU  
713/743-2335

<http://www.lawlib.uh.edu/faculty/MWaterstone.html>

## UNIVERSITY of HOUSTON

### THE O'QUINN LAW LIBRARY

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A Federal Depository Library

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- Online Access to Congressional Information.
- Connect to GPO ACCESS Online Databases Through a Federal Gateway Library.
- Locate Electronic Federal Depository Libraries.
- Search for Newer U.S. Publications Available at Federal Depository Libraries.
- Locate Federal Depository Libraries in the Houston Area.
- Locate the U.S. Government Bookstore in Houston, Texas - includes map.
- Information about the Government Information Services of The O'Quinn Law Library.
- The Federal Web Locator - Villinova Center for Information Law and Policy.
- Ask Online for further assistance in finding U.S. publications in The O'Quinn Law Library.

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Please report problems with this Web page and send suggestions to Government Information Services Librarian Marek Baxter Waterstone, [mbcmw@uh.edu](mailto:mbcmw@uh.edu)

Created 19 October 1995; Last Major Update 23 October 1995; Accessed **00031** times since last update.

URL <http://www.lawlib.uh.edu/bandi/fdlphome.html>





# Library Programs Service Fiscal Year 1995 Annual Report

## Mission

As authorized by Title 44, United States Code, the Library Programs Service (LPS) administers the Federal Depository Library Program (FDLP), the Cataloging and Indexing Program (C&IP), and manages the distribution component of the International Exchange System (IES) Program for the Library of Congress. These programs are accomplished through the six basic functions of LPS: the acquisition, classification, format conversion, distribution, and bibliographic control of publications; and the inspection of depository libraries.

## Summary

The Federal publishing environment is in a period of transition from centralized printing to decentralized printing and electronic online access and dissemination. One consequence of this transition is that many information products, whether printed or online, are not being directed to GPO. In FY 1995, LPS attempted to anticipate, plan, and manage this transition, to the end that Federal information content, *regardless of format*, is available to the public through the FDLP. However, these transitional elements must be balanced against LPS' ongoing efforts to maintain and even improve its traditional services to depository libraries.

During FY 1995, there was unparalleled Congressional interest in increasing the amount of information available electronically through the FDLP. During the FY 1996 appropriations process there was considerable discussion in the House to make the Program entirely electronic. Although this view did not ultimately prevail, it is clear that Congress wants the transition to electronic information access to be as rapid and all-inclusive as possible.

The resulting tension between a wholesale conversion to electronic information dissemination and the necessity to maintain the flow of traditional services leads to the basic structure of this report. Rather than an exhaustive recounting of each Branch's activities, this report will focus on the transition to electronics, and will but briefly highlight traditional services activities.

## Electronic Transition Activities

In February 1995 LPS published a report on the "Electronic Capabilities of Federal Depository Libraries, Summer 1994," which presented the results of the "Electronic Capabilities Survey" mailed to all depository libraries in July 1994. In summary, this survey revealed that while most depositories have some capacity to handle electronic Government information ("94% have a PC"), most libraries have a long way to go before they can serve the public effectively when the FDLP becomes predominantly electronic.

The results of this survey were also used to update the "Recommended Minimum Technical Guidelines" for computer hardware and software. The revised guidelines specified 486 chip PCs, the Windows operating system, and Internet connections. These guidelines were published in January 1995, as an advisory to the depository community.

As part of LPS' efforts to move the FDLP forward electronically, we put the libraries on notice that technical requirements for serving the public with electronic information would become mandatory by 1998. This message was delivered in presentations at the American Library Association (ALA) 1995 Midwinter Meeting, and subsequently reiterated in Administrative Notes. In retrospect, this warning was probably not drastic enough, as the Congress has clearly stated that the FDLP is to proceed to maximum utilization of electronic technologies as quickly as possible.

Beginning late in FY 1994, and continuing throughout FY 1995, LPS led the project to expand the public's use of the GPO Access online service through the no-fee subscriptions offered to depository libraries. The first stage of this project was to raise the depository libraries' limit on no-fee GPO Access subscriptions from one to ten per institution. Next, we announced the "Model Gateway Libraries" project, which encouraged depositories to allow remote public users to connect to GPO Access by going through the depository library's gateway. COIN (the Columbia, Missouri, Online Information Network), the first gateway, opened in October 1994 with the SWAIS text-only interface. There are now 22 gateways in service, including four World Wide Web (WWW) gateways, covering 18 states and Washington, D.C. We have at least one gateway prospect in every other state and the Commonwealth of Puerto Rico.

LPS' communication with the depository community was significantly enhanced by using Internet e-mail and by participating in the GOVDOC-L listserv. For example, the gateway development was extremely e-mail intensive, and the planning for the Federal Depository Conference and Council meetings was greatly expedited.

One of the most significant efforts of FY 1995 was the development and opening of the Superintendent of Documents (SoD) Web site. Finally, Internet users had a single point of entry for all of GPO's electronic services. Key applications include connections to all of the Gateways, direct connections to the GPO Access databases, user-specific identification of conventional and electronic depository libraries, and the locator function. This allows users to search the Monthly Catalog database to identify specific publications, and then find which depositories in a user-defined area selected those titles. The URL (Uniform Resource Locator) address for the SoD Web site is: [http://www.access.gpo.gov/su\\_docs/](http://www.access.gpo.gov/su_docs/)

Also of significance was our establishment of WWW Locator services. Our Web application now includes all Monthly Catalog of U.S. Government Publications (MoCat) records produced from January 1995 through the present. Users may search and retrieve abridged or full records, and may link cataloging records with names and addresses of depository libraries known to have selected titles represented by our records. As of the present, records are published on the web within three days after production in OCLC. This remarkable improvement in timely dissemination overcomes the nearly three months that lapse between production of records in OCLC and their appearance in MOCAT paper and



microfiche editions. Our objective for the Web is to load our cataloging records one day after production on OCLC.

LPS has established an Electronic Transition Staff (ETS), with a staff of five, including Maggie Parhamovich and Raeann Dossett, noted electronic information experts recruited from the depository community. The purpose of this group is to identify, assess, and implement information technology solutions for the transition of LPS to a more electronically based program, with special emphasis on development of the *Pathway* service.

A policy statement for electronic information access and dissemination in the FDLP has been drafted and is under review. In accordance with this statement, all depositories must be prepared to offer users access to work stations with a graphical user interface, CD-ROM capability, Internet connections, and the ability to access, download, and print extensive documents.

An interagency agreement was drafted to delineate roles and responsibilities when GPO works with other agencies to bring electronic information dissemination products under the aegis of the FDLP. These products include publications which are published in a physical format (i.e., CD-ROMs, diskettes, etc.), made available through on-line interactive services (i.e., World-Wide-Web (WWW), etc.) or through non-interactive on-demand services (Bulletin Board Services, near-line CD-ROM jukeboxes, etc.).

Beginning with lists dated September 1, 1995, facsimile copies of daily depository shipping lists were available from the US FaxWatch service. Copies of all lists processed by LPS or our microfiche contractors will be available for 60 days following the shipping list date.

Throughout FY 1995 LPS has worked with the Production Department to design a CD-ROM edition of the Monthly Catalog. The CD-ROM, which will replace the microfiche edition, is expected to go into production for the 1996 catalog year. Featuring both DOS and Windows user interfaces, the CD-ROM will cumulate data on an ongoing basis through the subscription year, with each issue replacing the previous disc.

In the Conference Report to H.R. 1854, the Legislative Branch Appropriations Act of 1996, Congress directed GPO to initiate a cooperative study to identify measures necessary for a successful transition to a more electronic FDLP. Participants in the study include representatives from the legislative, executive, and judicial branches of government, as well as from the national library community and other appropriate government and public entities. GPO has been directed to provide Congress with the results of this study by March 1996, and to submit an FY 1997 appropriations request consistent with a strategic plan based on those results.

The study is coordinated by GPO's Superintendent of Documents Wayne P. Kelley. An executive working group has been formed, comprised of staff from the:

- Joint Committee on Printing
- Office of Management and Budget
- House Oversight Committee



- Senate Committee on Rules and Administration
- House and Senate Appropriations Committees
- Government Printing Office
- Congressional Research Service of the Library of Congress
- Center for Electronic Records, National Archives and Records Administration
- Federal Publishers Committee
- Interagency Council on Printing and Publication Services
- Administrative Office of the U.S. Courts
- Federal depository library community

The study has been subdivided into a number of tasks designed to elicit specific information which will assist the Congress in revising the FDLP to better utilize modern information technologies, while still maintaining equitable public access to Government information.

## TRADITIONAL SERVICES

### Distribution to Libraries

LPS' Depository Distribution Division (DDD) is responsible for the receipt, shipment preparation, and physical distribution of the publications which LPS ships to the depository libraries.

LPS' FY 1995 distribution by format was:

<b>Titles</b>	<b>FY1994</b>	<b>FY1995</b>	<b>Percent Change</b>
Paper	15,267	17,466	14.4%
Electronic	306	412	34.6%
Microfiche - LPS	672	1,274	89.6%
Microfiche - Contractor	28,398	25,582	(9.9%)
<b>TOTAL</b>	<b>44,643</b>	<b>44,734</b>	<b>0.2%</b>

<b>Copies</b>	<b>FY1994</b>	<b>FY1995</b>	<b>Percent Change</b>
Paper	7,114,769	7,162,418	0.7%
Electronic	201,801	231,269	14.6%
Microfiche - LPS	273,088	605,258	121.6%
Microfiche - Cont.	9,466,973	8,978,317	(5.2%)
<b>TOTAL</b>	<b>17,056,631</b>	<b>16,977,262</b>	<b>(0.5%)</b>

In FY 1995, the total number of titles and copies distributed in paper and microfiche formats was nearly identical to the previous year. However, the percentage of microfiche distributed by LPS decreased slightly, from 65.1% in FY 1994 to 60.0% in FY 1995.

In addition, depository libraries received 2,326,355 microfiche copies of 17,117 Department of Energy (DOE) reports distributed directly from the DOE facility in Oak Ridge, Tennessee. As of December 7, 1995, LPS has not received equivalent distribution reports from our other two interagency agreement partners, the U.S. Geological Survey and the Defense Mapping Agency.

Nearly all depository shipments were delivered by commercial carriers. The Roadway Package Service (RPS) now delivers to nearly all of the domestic libraries, and Federal Express is used for delivery to libraries located in Guam, Hawaii, Puerto Rico, and other outlying areas. Delivery by U.S. Postal Service accounts for the less than 10% of all depository shipments.

The Lighted Bin System (LBS) was enhanced by the installation of a fully automated mailing system, which scans, weighs, and rates each package. The Tandata InMotion System reduces LPS personnel requirements by 2 FTEs, and saves an estimated \$50,000 per year in labor costs. The reliability of the LBS was improved by installing 11 microcomputers and custom software. These replaced the obsolete Texas Instruments video display terminals which were in service since 1985 and are no longer produced.

### Depository Inspections

The Depository Services Staff (DSS) conducted on-site inspections in 204 depository libraries, 3 less than the 207 inspected in FY 1994. Three libraries were designated depositories in FY 1995, while 6 libraries relinquished their depository status. At year's end there are 1,386 libraries in the FDLP, a reduction of three from a year earlier. Seven libraries were placed on probation as a result of deficiencies discovered during inspections, while eight others were removed from probationary status based on improvements in compliance which were observed during the re-inspection.

The two vacant inspector positions were filled with experienced Government documents librarians who have completed their training and are now inspecting on a regular "two-week-in, two-out" schedule.

DSS has worked extensively with the Depository Library Council (DLC) to revise and update the 1977 Guidelines for Depository Libraries. This project should be completed by early 1996, and the revised Guidelines will be published as a supplement to the Federal Depository Library Manual.

Although the focus of DSS is on the functioning of the individual libraries and their relationship to each other and to GPO, DSS also organizes continuing education efforts for documents librarians. The two premier events are the annual Federal Depository Conference, which is conducted in conjunction with the Spring DLC meeting, and the annual Interagency Depository Seminar.



The 1995 Conference again allowed the attendees to choose from simultaneous sessions rather than plenary sessions. The DLC meeting occupied the first day, and then continued as a separate "track," enabling some of the attendees to pursue other interests. The "new librarians' track" was very well received, and will be expanded upon in the 1996 Conference.

DSS also coordinated the 8th Annual Interagency Depository Seminar held from May 3-10, 1995. This seminar was presented by GPO, Library of Congress, Patent & Trademark Office, Copyright Office, Office of the Federal Register, Bureau of the Census, Bureau of Labor Statistics, etc. Fifty librarians attended this very popular seminar, which is designed to enhance the knowledge and skills of new depository librarians to better serve the public.

The 1995 Biennial Survey of Depository Libraries was sent to all libraries in September 1995. Based on our successful 1993 test, the 1995 Biennial Survey data is being collected and compiled using the Teleform fax software. The survey was modified to collect additional data on the number of users served by the depository libraries, and on the libraries' utilization of electronic products and services. Many of the questions were intended to update the 1994 "Electronic Capabilities Survey," and to provide information for the Congressionally-directed study of the transition to an electronic FDLP.

### **Cataloging and Indexing Program**

LPS has extensively revamped the Monthly Catalog of U.S. Government Publications (MoCat) product line. The CD-ROM format MoCat has undergone extensive development, as well as internal and external testing. A prototype version was demonstrated at the 1995 American Library Association Annual Conference and was well received. The CD-ROM MoCat will replace the microfiche edition beginning with the 1996 subscription year. LPS has also made substantial modifications to the contents, organization, and indices of the paper MoCat. These changes will reduce the size and cost of the paper product, thus enabling LPS to produce the CD-ROM edition without a significant funding increase. The changes to the MoCat products were based on consultation with members of the Depository Library Council, the depository community, Joint Committee on Printing (JCP) staff, and GPO's General Counsel in order to broadly define the attributes of such products.

In addition, the Superintendent of Documents' Web site includes MoCat data online, with the capability to identify specific libraries which selected that information. LPS has developed procedures to assure that we have the ability to load MoCat records into the Locator application on the Web on a daily basis.

During FY 1995 approximately 49,000 titles were received for cataloging, and approximately 51,000 titles were processed. Processing included approximately 32,600 titles cataloged; and approximately 17,000 serials processed and 1,000 duplicate titles removed from the backlog.

By the end of FY 1995 the cataloging backlog stood at 3,513 titles, representing about one month's work. Just three years ago, at the end of FY 1992, our cataloging backlog was approximately 20,000 titles. During these years we have continued to receive a large number of receipts but have applied various initiatives that have increased production without

compromising the quality of our records or the standards used to produce them. Approximately 30% of the titles in the backlog are National Aeronautics and Space Administration (NASA) microfiche.

During FY 1995 LPS began adapting NASA Recon subject headings for NASA technical reports. This measure decreases cataloging time for NASA materials by accepting the substitution of NASA Recon terms already assigned by NASA indexers in preference to our application of Library of Congress Subject Headings (LCSH). This measure has already shown a significant impact on the reduction of the cataloging backlog, as some 6,000 NASA technical reports were cataloged using the new procedures.

### **ACSIS System Progress**

The Depository Administration Branch (DAB) and GPO's Office of Information Resources Management (OIRM) continues to strive for completion of the Acquisitions, Classification, and Shipment Information System (ACSIS). We have completed user documentation of the ACSIS Phase II requirements and data element definitions. One of the key features of ACSIS Phase II is the automation of the daily depository shipping list. This is a critical operation for LPS, and will ultimately have significant benefits for LPS and for the FDLP.

Many of DAB's future plans rely upon completion of ACSIS, which will give better control over the acquisition of periodical and serial titles. Once we are using ACSIS to produce shipping lists, we must develop a better tracking mechanism for the microfiche publications. The completed ACSIS system will meet these needs.

### **Financial Situation**

Congress authorized an FY 1995 appropriation of \$32.207 million for the Salaries and Expenses (S&E) of the Superintendent of Documents, the largest amount authorized for the four S&E programs (Depository Library Distribution, Cataloging and Indexing, International Exchange, and By-Law Distribution). Approval of the \$32.207 million funding level allowed LPS to continue the range of publication and format choices which have been available to the depositories, while underwriting a significant expansion of depository libraries' use of the GPO Access online services.

In spite of the House of Representatives' threat of a radical cut in program funding, Congress ultimately passed the FY 1996 Legislative Branch Appropriations Bill with S&E funded at \$30.307 million, the full amount requested by GPO. However, based on Congressional direction, we are developing a transition plan to move the FDLP to a predominantly electronic program by the end of FY 1998.





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